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The  
National Secretary  
April 1936

Volume I

Number 2

Mrs Betty Wells

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Los Angeles, California

32711

# MANNERS IN BUSINESS

By ELIZABETH GREGG MacGIBBON

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## Will You Be In Portland

IN JUNE?

*Plan your vacation so that you can meet your colleagues  
and have a part in the Annual Meeting*

# The National Secretary

Volume 1  
Number 2

Published October, January and April by  
The National Association of School Secretaries

April  
1936

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| EVELYN KNOFF, San Antonio, Texas  | ESTHER P. TOWERS, Washington, D. C. |

*Editor*—HELEN C. HAYCRAFT  
Board of Education  
Washington, D. C.

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## A GREETING

From FRANK W. BALLOU,  
*Superintendent of Schools, Washington, D. C.*

AS Superintendent of Schools in the District of Columbia, I extend my congratulations to the National Association of School Secretaries upon the success which it has achieved in organizing such a progressive movement among the school secretaries and clerks throughout the United States. The fact that this organization has secured such a large membership of interested secretaries to organize themselves into a National Association, is a tribute to the leadership of those in charge of the undertaking.

The development of this organi-

zation is evidence that secretaries are accepting the increased responsibilities of their positions in a professional spirit.

The beginning of the publication of a news bulletin this year, as a means of keeping members in touch with one another, will afford an opportunity for the exchange of ideas relating to the duties of school secretaries and also serve as a means of more frequent contact.

The National Association of School Secretaries has my best wishes for success.

## EDITOR'S CORNER

*The Christening*—It has been decreed that our bulletin is to be named "THE NATIONAL SECRETARY." The majority of those from whom I have heard selected it as their choice. My only hope is that the name, and the magazine it represents, may grow to mean more and more as the years go by and that it will be of value in bringing us closer together.



I should like to thank all of those who have written me expressing appreciation of and congratulations on the first issue. It is indeed gratifying to know that it was enjoyed and makes assembling and working on it seem so much more worthwhile. Your letters have encouraged me to make every possible effort to have the bulletin one of which you can be proud. I promise to do my part. Will you help me by sending your ideas and material? More news was received for this issue than for the previous one, so that I am trusting that the spirit of contributing will gain momentum. Every one, every place, is interested in what YOU are doing.

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## IMPORTANT ANNOUNCEMENT FROM THE ELECTION COMMITTEE

HEAR YE! HEAR YE! The Constitution of the National Association of School Secretaries provides "that the President, Recording Secretary, Treasurer and two of the members at large shall be nominated in the even numbered years." In order to comply with this regulation it becomes necessary to hold an election prior to the annual meeting. This is in accordance with Article Four of the By-Laws. Members now holding the offices named may be nominated for re-election. Election shall be by regular ballot. A majority of all votes cast shall be necessary for election.

All members are requested to present the names of desirable candidates who would be willing to serve, to the Chairman of the Elections Committee by May 8, 1936. It is suggested that members in a given city or town meet together to determine upon the names of qualified candidates from their local group to place before the committee. In cities or towns represented by a single member, it is left to the discretion of the member.

Upon the receipt of these lists, careful consideration will be given the qualifications of all candidates by the Elections Committee. Nominations of two candidates for each office to be filled will be made in writing and mailed to each member of the organization by May 15, 1936. Names of other candidates may be written in. All ballots shall be completed and returned to the Chairman by June 15, 1936. An announcement of the results of the election will be made at the annual meeting of the Association to be held in Portland, at which time the newly elected officers shall be installed.

EVELYN KNOFF, *Chairman,*  
*Election Committee,*  
*Board of Education,*  
*San Antonio, Texas.*

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## ALL ABOARD SECRETARY SPECIAL!

### One \$ for a Year's Membership

The Secretarial Association has done and is now doing a great deal for the professional advancement of its members as well as securing for our group recognition from other educational groups. Now it is up to you to keep this good work going. You must do your part by securing a National Secretarial Association membership ticket during this drive and thus help as well as share in the benefits.

By unity of purpose we share with each other our common experiences. The exchange of these experiences and ideas is bound to

increase our knowledge and understanding of our individual responsibilities and at the same time keep us aware of our nation-wide problems. By meeting and discussing different phases of education other than those in which we are immediately engaged we will broaden our viewpoint. Statistics show that cities and states where professional organizations are the strongest have best maintained their educational standards, including salaries, tenure, retirement, etc.

Membership is the foundation of the structure upon which our organization is to build; so, join while opportunity is knocking at your door. When you recognize that our future rests in unity of action and purpose you will not say "CAN I AFFORD TO JOIN?" but, "CAN I AFFORD NOT TO JOIN?"

BELLE KUEHNY, *Chairman,  
Membership Committee.*

### THE PRESIDENT'S MESSAGE

Judging from the many comments received, you enjoyed the first issue of THE NATIONAL SECRETARY. To all those who helped assemble the paper we extend our appreciation for launching what we hope will develop into a very worthwhile publication for the School Secretaries throughout the United States. This is your medium of exchange. Make it function for you.

In order to maintain the cost of this publication we are soliciting high grade advertising of a national nature. Please help us in our effort to secure advertisements—one quarter of a page, size  $4\frac{1}{4} \times 2\frac{3}{4}$ , is \$10 an issue. This publication goes to one thousand school secretaries and is read by thousands of superintendents and principals throughout the country. Patronize our advertisers and be sure to mention THE NATIONAL SECRETARY in order that they may have some concrete way of knowing that their advertisement paid.

Let us now turn our attention to our meeting in Portland, Oregon, at the time of the National Education Association Convention. On June 30th, at one o'clock, we are having a luncheon meeting which will be the occasion for an excellent program and opportunity for friendly intercourse. The Honorable Gerald P. Nye, United States Senator from North Dakota and Chairman of the Senate Munitions Committee, will address our meeting. We are indeed fortunate to have a speaker who has gained international renown for the great service he is rendering to the people of America. As you know, Senator Nye addressed our Eastern States meeting in February. He made such a splendid address, giving facts of such vital interest to each and every one of us, that he held his audience spellbound. When we learned that Senator Nye was scheduled to speak in Portland near the time of our meeting we requested him to address our luncheon meeting. Dr. Frederick Hunter, Chancellor of Education for the State of Oregon has assured us, that if it is at all possible, he will extend greetings from Oregon and present Senator Nye. We have invited Dr. Alexander J. Stoddard, Superintendent of Schools in Providence, Rhode Island, to address our meeting, knowing that from his experience as Superintendent of Schools, as well as from his broader experience as President of the Department of Superintendence in 1935, he will have a message helpful to us as individuals as well as profitable to our National Association. We do hope Dr. Stoddard will see his way clear to accept our invitation.

On July 1st, we are having a Round Table Discussion on the Internal Administration of our National Association. Topics on Membership, Finances, Delegates, Meetings, and our National Publication will be discussed by our members. Open discussion from the floor will follow. We feel that the future of our Association can be materially

improved by the ideas that will grow out of this discussion. Come prepared to give us the benefit of your suggestions.

For further details about these meetings consult the Program of the N.E.A. Watch your papers for an announcement of a broadcast of our luncheon meeting.

Invite your principals and superintendents to attend our luncheon, become better acquainted with our Association and share with us our excellent program.

When we consider the Portland meeting we are concerned about the representation we will have from the various states. We do wish it were possible for every state to be represented. If we should feel our treasury on May 1st warrants prorating a portion of the funds to help pay the expenses of delegates, it would only be possible to pay a small part of the total cost. What are you doing to make it possible to have your state represented? Los Angeles is giving theater benefits. Here in Philadelphia we are giving a card party. We are writing to the Superintendents of Schools in all cities of 100,000 population asking them to send a delegate. We do hope many will respond to our request. We are counting on YOU to see to it that your state is represented.

Please write me before June 1st if you are planning to attend our Portland meeting.

The Portland Association is co-operating splendidly in helping to make our stay both beneficial and enjoyable.

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Be sure to read the article on Elections contained in this issue of THE NATIONAL SECRETARY.

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I do wish it would be possible for me to have the pleasure of knowing each and every member of our Association personally. I sincerely trust that it will be my privilege to greet many of our members in Portland this summer. To those

who will not be with us I extend best wishes for a happy, restful vacation. Thank you for your share in making our Association function.

LOUISE HENDERSON,  
*President.*

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## ABOUT LOCAL ORGANIZATIONS

The results to date of the questionnaires sent out inquiring about local organizations have been sent in by Florence Stubbs of Denver who acted as chairman of this endeavor. The percentage of those responding is fairly good and the information of value. If any of our members from whose cities returns have not been made can further the procuring of this data, it will be much appreciated.

195 questionnaires were sent to cities of 50,000 or more population.

147 were returned.

- 111 replied that there is no existing organization
- 24 replied that there is already an organization
- 8 are interested in obtaining further information
- 4 are a part of other existing organizations

The cities having existing organizations are: Los Angeles, Long Beach, and San Diego, Cal.; Denver, Colo.; Washington, D. C.; Chicago, Ill.; Boston and Somerville, Mass.; Detroit and Flint, Mich.; Minneapolis, Minn.; Irvington and Camden, N. J.; Cleveland, Akron, and Dayton, Ohio; Philadelphia, Pa.; Richmond, Va.; Rochester, New York City, and Buffalo, N. Y.; and Portland, Oregon.

News of some of these groups appears elsewhere in the Bulletin and the Editor would appreciate receiving a great deal more of this kind of material for future editions. It is the sort of thing we are all vitally interested in and knowing what the other fellow is doing brings lots of ideas.



## MID-WINTER MEETING

The February meeting, about which we talked in the last bulletin, was a very successful one, well attended, and a source of pleasure to all those who found it possible to be present. The minutes follow:

The Eastern States Convention of the National Association of School Secretaries was held February 23, 1936, at 1:00 P.M. in the Dennis Hotel, Atlantic City, New Jersey. There were approximately eighty people present representing Washington, D. C., Wilmington, Del., Camden and Salem, N. J., Philadelphia and Elizabeth Town, Pa.

Prior to the business meeting, the president, Miss Louise Henderson, presented Mr. D. Willard Zahn, principal of the Barry School, Philadelphia, who gave an interesting talk on general aspects to make life full and complete.

The president then presented Honorable Gerald P. Nye, United States Senator from North Dakota, who gave a most stirring address on Neutrality. He emphatically reiterated his belief that unless profit is removed from war, the citizenry acquainted with the facts, and legislation passed to insure absolute neutrality, there can be no escape from future wars. All his statements are based on actual facts brought out by his munitions investigations. The Senator used history to back his opinion that war is always followed by depression. The United States is at the present time recovering from a war-caused depression by spending public money for work projects, including strengthening of the navy, and incidentally he added that today more money is being spent on national defense than was spent on all departments of the Government in 1913.

The business meeting was then called to order.

Letters of greeting and best wishes were read from Superintendents of Schools of Camden, N. J., Washington, D. C., Wilmington, Del., and Philadelphia, Pa.

Minutes of the meeting held December 8, 1935, were read and approved.

The treasurer's report was read and approved.

Balance on hand June 30, 1935	\$316.08
Received	265.00

Total Receipts	\$581.08
Expended:	201.30

Balance on hand February 23, 1936	\$379.78
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The president suggested the following ways of making money to help defray expenses of delegates to the Portland meeting: card parties, movie benefits, theater benefits, etc.

As Mrs. Haycraft, editor of THE NATIONAL SECRETARY, could not be present, Miss Carroll of Washington submitted her report. The editor feels that we should get started on having a printed bulletin and that advertising is a serious project to consider at this time, to cover the expenses of the Bulletin. It is suggested that members solicit ads from Insurance Companies, Tourists Companies, Office Supply Companies, etc. Mrs. Haycraft expressed her appreciation of the many favorable comments she received.

The president announced that a questionnaire had been sent to all cities with a population of 100,000 or more, requesting information about the local group. Letters already have been received requesting information on organizing a local group.

The membership drive is still on, and our goal is 1,500 with representation in every state.

It was moved and seconded that our Association become affiliated with the National Education Association as an organization. Carried.

On motion the meeting adjourned.

LILLIAN A. PECORI,  
Secretary.

## LISTENING IN

We are happy to report bits of data and news items from the following groups. However, we miss the Cleveland School Clerks' Federation and the Clerks and Secretaries Association of the Denver Public Schools who were represented last issue. We can consider ourselves making progress when we have new groups to tell about each issue but in doing so we don't want to lose the old ones. We can make plenty of room for everybody. May we expect you next time?

### San Antonio, Texas

Evelyn L. Knoff, a member of the Executive Committee, reports that there is no organized group in San Antonio but that the secretaries and clerks held their second annual meeting for the purpose of enrolling new members in the National Association of School Secretaries on March 17. They are proud of the fact that representation of Texas in city numbers has been more than doubled since last year as reported by Mina Burnett, district membership chairman.

Get busy, San Antonio, and organize a local organization. You've no idea how much more interest and pleasure to your workers it will bring.

### Los Angeles Secretarial Association

Los Angeles has had a very, very busy spring planning affairs to raise funds to send delegates to the Portland Convention and their determination in attacking this project should certainly be well rewarded.

Fay Bloomquist was appointed chairman of the "convention fund" committee which planned a series of theater parties at The Gateway Players Club. This is an organization whose players are all professional and which has a little theater seating one hundred people. The charge for an evening performance

for the entire house is \$25, and taking three consecutive evenings further reduces the charge to \$22.50. The idea is to sell the house at fifty cents per ticket and net the organization arranging the benefit \$25. In addition the theater serves coffee after the performance.

The Association selected "Headline Hunters." Hostesses were appointed for each evening to greet the guests and to take care of the refreshments—cookies and cake furnished by the girls were served with the coffee. On two evenings the tickets were sold generally and on the third the textbook clerks took over the entire house.

This proved a delightful means of entertainment, a social good time for all who attended, and made a neat sum for the convention fund. The plan worked so successfully that two more nights with another play have been booked.

The group is also planning a series of card parties. It looks to me as though Portland can expect to be overwhelmed in June.

### Milwaukee, Wisconsin

From Dorothy B. Augustin, another member of the Executive Committee, comes word that the Milwaukee school secretaries are making plans to organize a local group. A luncheon was held at the City Club on April 18th which was the initial meeting of the new organization, whose name we do not have. Elizabeth Zimmerman, membership chairman for the national organization, made the plans and is working hard for the cooperation and support of the school secretaries to increase the number of memberships in the state as well as in the local organization.

Miss Zimmerman tells us that a local has been organized at Madison and that two meetings have been held to date. We should like to hear more about this. Good luck to Milwaukee in their new endeavor!



## Tennessee Office Assistants Nashville, Tennessee

Another new group to be added to our ever-growing list. On March 30, a small group of interested secretaries and clerical workers met for the purpose of organizing and becoming affiliated with the Tennessee Education Association. The Administrative Council of this Association accepted this request for affiliation.

On April 10, as is the yearly custom, the Office Assistants had a luncheon meeting with a round table discussion. It is planned to have only one meeting a year, which, though it means a struggle to attain an effective organization, will probably be sufficient since there are only a few clerical workers and secretaries in the educational system. Those who are interested in this movement feel that it will be quite successful.

Are you an active or delinquent member of the National Association of School Secretaries? April 1 was the final date for 1935-36 dues.

Send a new membership along with your own and Watch Us Grow.

## New Jersey Teacher-Assistants' Association

New Jersey has an organization which, I believe, is unique among our associates—the Association of the Teacher-Assistants to the Principals. Mrs. Olive Kohl entertained the officers and trustees of this Association at luncheon in her home on March 7 at which time advance plans were made for the Teachers' Convention in Atlantic City next November and arrangements completed for a lecture-tea to be given this spring.

This group cooperates with clerical as well as teacher groups and seems generally to be in the middle of things.

## Clerical Assistants' Association Washington, D. C.

The regular April meeting of this Association, previously scheduled as a supper one, was held on April 14 at Toll House Tavern. It was without doubt one of the most successful affairs which the group has had and one which will not be forgotten in a hurry. The evening was purely social and the combination of a delicious dinner, clever entertainment—furnished by members of the party—and an evening of cards and games with attractive prizes is unsurpassed in our history!

## Salaries Paid School Clerks in the Offices of Administrators and Principals

Cities 30,000 to 100,000 in Population

Information obtained from the Special Salary Tabulation issued by the Research Division of the National Education Association, May, 1935

Cities	Principals' Offices		Administrative Offices	
	No. of Clerks	Median Salary	No. of Clerks	Median Salary
Arizona .....	5	\$ 1,550		
Tucson .....	5	1,550		
California .....	212	—1,000	150	\$ 1,232
Alameda .....			6	1,450
Berkeley .....			30	1,140
Fresno .....			10	1,450
Glendale .....			22	1,100
Pasadena .....			38	1,167
Sacramento .....			16	1,375
San Bernardino .....	8	1,150	6	1,233
San Jose .....			6	1,233
Santa Ana .....	10	1,100		
Santa Monica .....	14	1,250	5	1,550
Stockton .....	7	1,350		

Cities	Principals' Offices		Administrative Offices	
	No. of Clerks	Median Salary	No. of Clerks	Median Salary
Connecticut			26	\$ 1,160
Stamford			5	1,250
Waterbury			11	1,188
Illinois	57	\$—1,000	42	1,080
Oak Park			9	1,325
Rockford	8	1,050		
Springfield	5	1,050		
Indiana	25	—1,000	15	1,025
Muncie	5	1,050	6	1,100
Iowa	39	—1,000	22	1,000
Davenport	5	1,250	5	1,275
Sioux City			8	1,000
Kansas	5	1,250		
Topeka	5	1,250		
Massachusetts	72	1,067	54	1,300
Arlington	5	1,275		
Medford			6	1,350
Newton			10	1,500
Pittsfield	11	1,350		
Michigan	125	—1,000	80	1,008
Dearborn—Fordson Dist.	16	1,000		
Hamtramck	13	1,083		
Highland Park			6	1,250
Jackson	6	1,000	6	1,000
Pontiac			6	1,250
Missouri			11	1,075
St. Joseph			7	1,025
Nebraska			25	1,050
Lincoln			25	1,050
New Jersey	167	1,045	70	1,317
Atlantic City	20	1,057	10	1,833
Bayonne	20	1,125		
East Orange			6	2,050
Irvington			7	1,750
Montclair	16	1,333	11	1,317
New Brunswick	9	1,150		
Orange	9	1,125		
Passaic	17	1,050	7	1,317
New York	125	1,138	81	1,125
Binghamton	7	1,500		
Mount Vernon	21	1,117	11	1,350
Newburgh	10	1,350		
New Rochelle	19	1,463	6	1,700
Niagara Falls	8	1,150	12	1,000
Poughkeepsie	5	1,250		
Schenectady			10	1,300
White Plains	11	1,450	5	1,575
Ohio	64	—1,000	31	1,175
Cleveland Heights	16	1,043	8	1,350
Lakewood			6	1,100
Pennsylvania	89	—1,000	63	—1,000
Allentown	8	1,300	6	1,100
Lancaster			5	1,075
McKeesport			6	1,050
South Carolina	10	—1,000		
Columbia	5	1,000		
Wisconsin	62	—1,000	27	1,063
Madison	20	1,067	11	1,250

NOTE: All other cities of this population report salaries of —\$1,000.

1402

7013  
1402  
2475

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